ORDINANCES

IN RELATION TO

THE SCHOOL DEPARTMENT

OF THE

CITY OF BUFFALO.

Enacted July 15, 1861; Approved July 16, 1861; Published July 18, 1861.

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THE BUFFALO HISTORY MUSEUM

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CITY ORDINANCES.

CHAPTER XIII.

OF THE SCHOOL DEPARTMENT.*

School department.

§ 1. There shall be a department in the city of Buffalo to be known as the "School Department," of which the superintendent of schools, shall be the head, and the city shall be divided into school districts.

District Number 1.

§ 2. School district No. 1 shall be bounded as follows: On the north by Ninth street; and on the south by Niagara river, on the east by Georgia street, and on the west by York street.

Number 2.

School district No. 2 shall be bounded on the north by Court street and the Terrace; on the south by the Niagara river and Lake Erie; on the east by Main street to the Buffalo creek; thence across said creek to the line between outer lots numbers 39 and 40, and thence along the same to Lake Erie; and on the west by Georgia and Court streets.

Number 3.

School district No. 3 shall be bounded on the north by the Main and Hamburgh street canal; on the east by Michigan street to the Buffalo creek; and thence across said creek to the line between outer lots numbers 43 and 44; and thence along said line to Lake Erie; and on the west by the easterly bounds of district No. 2.

Number 4.

School district No. 4 shall be bounded on the north by the Main and Hamburgh street canal; on the south by Lake Erie; on the east by Hamburgh street; and on the west by the easterly line of district No. 3.

Number 5.

School district No. 5 shall be bounded on the north by North Division street; on the south by the Main and Hamburgh street canal and Perry street; on the east by the Old City Line; and on the west by Hamburgh, Louisiana and Cedar streets.

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Number 6. School district No. 6 shall be bounded as follows: On the north by North Division street; on the south by Main and Hamburgh street canal; on the east by Pine, Cedar and Louisiana streets; and on the west by Michigan street.

Number 7. School district No. 7 shall be bounded as follows: On the north by North Division street; on the south by the Main and Hamburgh street canal; on the east by Michigan street, and on the west by Main street.

Number 8. School district No. 8 shall be bounded as follows: On the north by Court and Genesee street; on the south by the Terrace; and on the east by Main street, and on the west by Terrace and Genesee street.

Number 10. School district No. 10 shall be bounded as follows: On the east by Main street and Genesee from Court street to the Terrace; on the south by Court street, Terrace and Genesee street; on the west by Georgia street, and on the north by Chippewa street.

Number 11. School district No. 11 shall be bounded as follows: On the north by Mohawk, Koon's alley and Batavia streets; on the south by North Division street; on the east by Michigan and Oak streets, and on the west by Main street.

Number 12. School district No. 12 shall be bounded as follows: On the north by Genesee street; on the south by William street; on the east by Jefferson street, and on the west by Michigan street.

Number 13. School district No. 13 shall be bounded as follows: On the north by Tupper street; on the south by Mohawk, Koon's alley and Batavia streets; on the east by Michigan street, and on the west by Main street.

Number 14. School district No. 14 shall be bounded as follows: On the north by North street; on the south by Chippewa, Georgia and Ninth streets; on the east by Main street, and on the west by York and Ninth streets.

Number 15. School district No. 15 shall be bounded as follows: On the north by North street; on the south by Tupper, Michigan and Genesee streets, on the east by Jefferson and Genesee streets, and on the west by Main and Michigan streets.

Number 16. School district No. 16 shall be bounded as follows: On

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the north by the northerly line of lots Nos. 61 and 38; on the east by Jefferson street, extended to the southerly line of lot No. 39; on the south by North street, and on the west by the Mile Reserve.

School district No. 17 shall be bounded as follows: On the north by the southerly line of lots Nos. 81, 66 and 43; on the east by the easterly line of lots Nos. 26, 39, 40, 41 and 42; on the south by the south-westerly line of lot No. 42, and the southerly line of lot 26, and the northerly line of lots Nos. 38 and 61; on the west by the westerly line of lot No. 26 and Mile Reserve. Number 17.

School district No. 18 shall be bounded as follows: On the north by Breckenridge street; on the east by the easterly line of Mile Reserve; on the south by North and York streets, and on the west by Niagara river. Number 18.

School district No. 19 shall be bounded as follows: On the north by Scajaquada creek to Black Rock harbor; and thence down the centre of said harbor through the new ship lock to Niagara river; on the east by the easterly line of the Mile Reserve; on the south by Breckenridge street, and on the west by Niagara river. Number 19.

School district No. 20 shall be bounded as follows: On the north by the City Line, extended to the west shore of Strawberry Island; on the east by the easterly line of the Mile Reserve; on the south by the northerly line of district No. 19; and on the west by Niagara river, and the west shore of Strawberry Island. Number 20.

School district No. 21 shall be bounded as follows: On the north by the City Line; on the east by the easterly line of lots Nos. 79, 78, and by said line continued due south to the northerly line of lot No. 65, on the south by the southerly line of lots Nos. 66 and 81, and on the west by the Mile Reserve. Number 21.

School district No. 22 shall be bounded as follows: On the north by the City Line; on the east by the City Line and the south-westerly line of lots Nos. 46, 55 and 43; on the south by the south-westerly line of lots Nos. 46, 56 and 43, and the southerly line of lot No. 43, and of the southerly line of lot No. 66, till it intersects the easterly line of school district No. 21; on the west by the west- Number 22.

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erly line of lots Nos. 73 and 74, and by said line continued due south to the southerly line of lot No. 66.

Number 23. School district No. 23 shall be bounded as follows: On the north by the northerly line of lots Nos. 45, 54, 10, 11 and 12; on the east by the City Line; on the south by the northerly line of lots Nos. 42, 51 and 7; on the west by Adams street and the north-easterly line of lots Nos. 12, 11, 10, 54 and 45.

Number 24. School district No. 24 shall be bounded as follows: On the north by the northerly line of lots Nos. 25, 7, 51 and 42; on the east by the City Line; on the south by a line equi-distant between Genesee and Batavia street, from the City Line; on the east to Jefferson street on the west, and on the west by Jefferson street.

Number 25. School district No. 25 shall be bounded as follows: On the north by a line beginning at a point in the easterly line of the city equi-distant between Genesee and Batavia streets; and drawn westerly equi-distant between the said streets to the easterly line of lot No. 5; on the east by the City Line; on the south by the northerly line of lots Nos. 161, 160, 159, 158, 157, 10, 52, 50, 49, 48, 47, 45 44 and 43; on the west by the easterly line of lot No. 19, and the easterly line of lot No. 5, till it strikes the northerly line of the district as above described.

Number 26. School district No. 26 shall be bounded as follows: On the north by the northerly line of lots Nos. 43, 44, 45, 47, 49, 50, 52, 10, 157, 158, 159, 160, 161; on the east by the City Line; on the south, commencing where the northerly branch of Buffalo creek intersects the easterly line of the city; thence westerly along the northerly bank of said creek, till it strikes the westerly line of lot No. 196; thence northerly along the westerly line of lots Nos. 196, 80, 81, to the centre of Seneca street to the Old City Line; thence north-easterly along the westerly line of lots Nos. 41, 42, 43, to the northerly line of lot No. 43, to the place of beginning.

Number 27. School district No. 27 shall be bounded as follows: Commencing where the south bank of the north branch of Buffalo creek intersects the easterly line of the city; thence following the said bank westerly and southerly to

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its junction with the southerly branch of Buffalo creek; thence easterly up and along the northerly bank of said southerly branch till it strikes the westerly line of lot No. 55; thence southerly along the westerly line of lots 55, 244½ and 255 to the southerly line of lot 255; thence south-easterly along the southerly line of lots 255, 254, 253, 252½, 251½, 250½, to the southerly line of lot No. 269; thence southerly along the westerly line of lots Nos. 268, 267, 266, 265, and 264, to the southerly line of the city; thence easterly along said southerly line to the easterly line of the city; thence northerly along said easterly line to the place of beginning.

School district No. 28 shall be bounded as follows: Commencing where the westerly line of lot No. 196, intersects Buffalo creek; thence easterly along Buffalo creek to the westerly line of lot No. 85; thence south-westerly along said line to the southerly line of lot No. 255; thence south-easterly along the southerly line of lots 255, 254, 253, 252½, till it strikes the southerly line of lot 257; thence westerly along the southerly line of lots 257, 48, to the westerly line of lot 48; thence northerly along the westerly line of lots 48, 49, to the south-westerly corner of lot 53; thence northerly and westerly along the southerly bounds of lots Nos. 54, 57, 58, 60, to Buffalo creek; thence northerly along said creek to the place of beginning. Number 28.

Schod district No. 29 shall be bounded as follows: Commencing on the north-westerly corner of lot No. 47; thence easterly along the northerly line of lots Nos. 47 and 258, till it strikes the southerly line of lot No. 250½; thence south-easterly along the southerly line of lots Nos. 252½, 251½, 250½, to the north-westerly corner of lot No. 258; thence southerly along the easterly line of lots Nos. 269, 260, 261, 262 and 263, to the southerly line of the city; thence westerly along said southerly line of the city till it strikes the westerly line of lot No. 42; thence northerly aong the westerly line of lots Nos. 42, 43, 44, 45, 46 and 47, to the place of beginning. Number 29.

School district No. 30 shall be bounded as follows: Commencing at the point where the southerly bounds of Number 30.

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the old city strikes Lake Erie; thence easterly along the said line and the southerly bounds of district No. 28, to the south-westerly corner of lot No. 58; thence southerly along the westerly line of lots Nos. 49, 48, 47, 46, 45, 44, 43 and 42, to the southerly line of the city; thence westerly along said line to Lake Erie, and thence northerly along the shore of said lake, to the place of beginning.

Number 31. School district No. 31 shall be bounded as follows: Beginning at a point where the centre line of Jefferson street intersects the centre line of Eagle street; thence northerly along the centre of Jefferson street to the southerly line of School district No. 24; thence easterly along said line till it intersects the easterly line of lot No. 5, as laid down on a "new map of the city of Buffalo, by Henry Lovejoy, published in 1853;" thence southerly along the easterly line of lots Nos. 5 and 19, on said map, till said line intersects the westerly line of the Indian Reservation; thence south-westerly along said westerly line of the Indian Reservation, till it intersects the the centre line of Eagle street; thence along the centre line of Eagle street to the place of beginning.

Number 32. School district No. 32 shall be bounded as follows: On the north by William street; on the east by Jefferson street; on the south by North Division street; on the west by Michigan street.

Number 33. School district No. 33 shall be bounded as follows: Commencing at a point where the centre of Hamburgh street intersects the centre of Perry street; thence easterly along the centre of Perry street to the Old City Line; thence north-easterly along the Old City Line to the centre of Seneca street; thence easterly along the centre of Seneca street to the east line of lot No. 82, of Lovejoy and Emslie's survey; thence southerly along the easterly lines of lots Nos. 82, 83, 195, 194, to Buffalo creek, thence southerly and westerly along Buffalo creek to the southerly line of lot No. 61; thence westerly along the southerly line of lot No. 61 to Buffalo creek; thence westerly and northerly along Buffalo creek to the centre of Hamburgh street; thence northerly along the centre of Hamburgh street to the place of beginning.

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Who are to be admitted.

§ 3. Schools shall be maintained in each of the districts now established, or which may hereafter be established by the common council, to which shall be admitted all children between the ages of five and twenty-one years, except colored children, and those promoted to the central school.

How graded.

§ 4. The public schools of the city shall be of three grades—those of the lowest grade shall be styled first or primary departments—those of the middle grade second departments—those of the highest grade third departments.

Terms, when to commence.

§ 5. The yearly course of the public schools shall be divided into three terms in the following manner: The first term shall commence on the second day of January, provided that day shall occur on Tuesday or Wednesday, otherwise on the Monday following, and shall continue without intermission for seventeen weeks. The second term shall commence on the seventh day of May, provided that day shall occur on Monday, Tuesday, or Wednesday, or otherwise on the Monday following, and shall continue twelve weeks. The third term shall commence on the first day of September, except when that day shall occur later in the week than Wednesday, in which case the term shall commence on the Monday following, and shall continue sixteen weeks.

Vacations.

§ 6. The term shall end and the vacations begin at the close of the afternoon session of Thursday of the last week in each term.

Schools, when to be kept.

§ 7. The school shall be kept on all week days during the term, except the following, hereby set apart, on which no school shall be kept, viz: Saturdays; the Anniversary of the birth of Washington; Declaration of Independence; Thanksgiving Day, when proclaimed by the Governor of the State; and one other day in each term, which shall be designated by the superintendent, on which day all the teachers in the districts designated, shall visit other public schools in the city.

Not to be dismissed.

§ 8. No school department shall be dismissed for the purpose of visiting any lecture, painting, menagerie, or any other show, or for going on any excursion, pic-nic, or

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other diversion, or for any purpose whatever, without first obtaining the sanction of the school committee or superintendent.

Duration of sessions.

§ 9. The school shall be kept six hours on all school days, as follows: forenoon session from 9 A. M. to 12 A. M.; afternoon session from 1 to 4 P. M., with fifteen minutes recess each half day. The superintendent shall have power to change the time for commencing and closing any school upon application of the teacher, whenever the interest of the school may be promoted thereby.

Examinations.

§ 10. Each department in every district shall be open for examination and inspection during the last week of every term, and the teacher shall call upon every class in each department to review or recite, in the course of such examination.

School houses not to be used for other purposes.

§ 11. No school house or lot, or their appurtenances, shall be used or occupied for any other purpose than for the use and accommodation of the public schools of the city.

No collections to be taken up.

§ 12. No collection shall be taken up, nor subscription for any purpose be introduced into any public school, nor shall the instructors award medals or other prizes to the pupils under their charge.

Powers of principals.

§ 13. In every school in which there are two or more departments, the principal teacher of the highest department shall be considered the principal of the school, and all other teachers engaged in such school shall adopt such rules and regulations for the conduct of such school as shall be made by the principal, who shall keep an account of the absence or tardiness of all the teachers engaged in such school, and shall weekly report to the superintendent all cases of absence or tardiness of such teachers, together with the reasons for the same.

Classification.

§ 14. The classifications of pupils between the different departments of the same school, and between the district school and the central school, shall be conducted rigidly upon the principle of avoiding the formation or continuance in any department of small or special classes of more advanced pupils, when such pupils are qualified to enter and be instructed in one of the general classes

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of the department above. And the teachers shall be governed by this principle in determining to which department any pupil should be admitted, and what pupils should be offered for examination for promotion at the close of each term.

How pupils are to be promoted.

§ 15. Pupils shall not be transferred from one grade of the school to another higher, except on an examination and after having received certificates, as hereinafter provided; neither shall pupils be received from any source into a grade of the school higher than that for which they shall, on examination in the studies as laid down for such grade, be found qualified.

Examination for promotion.

§ 16. During the week in each term next preceding the public examination week, each principal teacher of a department shall present such pupils as he or she shall deem entitled to an examination for promotion to higher departments, certificates of having completed the course of study prescribed in their respective departments.

How instituted.

§ 17. The superintendent and school committee, or such persons as they may delegate for that purpose, shall attend and institute such examination; and, according to their best judgment in the premises, award or withhold certificates in the following form, and signed as indicated in the blank, to wit:

PUBLIC SCHOOL, No.——

THIS IS TO CERTIFY, That——, having this day passed an examination, by which it appears that —— has completed the course of study required in the —— department of the public schools of the city of Buffalo, is declared prepared to enter the —— department of said schools. This is also given as a certificate of good character, to all whom it may come.

———Teacher of —— Department No.—
———Superintendent.
———Chairman School Committee.

Buffalo, ——, 186—.

§ 18. Any pupil accepting such certificate, shall thenceforth be considered as properly belonging to the department to which he or she is thereby promoted.

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Pupils to take certificates.

§ 19. Every pupil when he leaves a school, or removes from the district shall be entitled to receive a certificate of good standing, and no pupil leaving a school or removing from a district without such certificate shall be permitted to enter any other public school, until such certificate be obtained.

Text books.

§ 20. The studies and text books hereinafter provided shall be strictly pursued, and no others shall be used or introduced, except as directed in section twenty-two.

Course of study.

§ 21. The course of study, and the text books therein, in the various schools of the same grade, shall be the same, or uniform, throughout the city.

How adopted.

§ 22. The superintendent shall recommend, and the committee on common schools adopt, a course of study and a series of text books therein, for each of the several grades of schools, which shall be printed and annexed to the regulations which may be printed for the use of the schools.

How changed.

§ 23. Whenever any change is made in the course of study or the series of text books, it shall be on the recommendation of the superintendent and the adoption of the committee on schools, and the several principal teachers shall be duly notified thereof by the superintendent.

Pupils to furnish themselves with books.

§ 24. Every pupil who, on reasonable notice by the teacher, shall neglect to furnish himself with the proper books, stationery or other articles necessary or required to be used in the department to which he belongs, shall be liable to suspension by the teacher, from the privileges of the school, subject to appeal in case of inability.

Pupils, how transferred.

§ 25. Pupils may be transferred from one school to another by the superintendent, on the written application of the parent or guardian, followed by the certificate of the teacher where they last attended public school, and of the teacher of the school to which they propose to be admitted, in the following form, and properly signed:

Buffalo, ——, 18—.

To the Superintendent of Common Schools for the city of Buffalo:

I desire to send my ——— from Public School No.—

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to Public School No.—; he last attended school at —— Department of No.—.

Yours, &c., ————.

I hereby certify that the above applicant —— was in good and regular standing in my school at the time of leaving the same, and I know of no reason why he should not be permitted to exchange schools on the usual terms.

———, Teacher, —— Department No.—.

Buffalo, ——, 18—.

I hereby certify that I have room for the above applicant, and know of no reason why he should not be permitted to exchange schools on the usual terms.

———, Teacher, —— Department No.—

Buffalo, ——, 18—.

To the Teacher of the —— Department No.—.

On receiving and signing the above application and certificate, you will please admit the applicant to your school, and oblige,

Yours, &c.,

———, Superintendent.

Buffalo, ——, 18—.

§ 26. In case the applicant has never, or has not within one year from the date of application, attended public school, or in case his public school teacher has removed, the superintendent shall, in his discretion, grant such transfer, without the teacher's certificate first above named.

§ 27. A teacher once having refused to sign the second certificate named in section twenty-five, shall receive no more from other districts, during that term, nor shall he at any time refuse one applicant and receive another.

§ 28. No pupil shall be admitted or continue in any of the public schools, who is afflicted with, or has been exposed to any contagious disease, until such time as the danger from any such disease or exposure has overpast. Contagious diseases.

§ 29. No pupil shall be admitted to the privileges of any public school, who has been expelled from any public school, unless by direction of the committee on common schools, given in writing, restoring such pupil to his standing. Pupils expelled not to be readmitted.

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Regularity of attendance.

§ 30. Every pupil once admitted to school and duly registered, shall attend at the commencement of each term, and continue in punctual attendance until its close, or until he is regularly withdrawn, by notice to the teacher to that effect. And no pupil violating this rule shall be entitled to continue in such school, or be admitted to any other, until such violation is certified to by the parents or guardian to have been necessary and unavoidable, which shall be done by note or personally.

Tardiness.

§ 31. Every pupil who goes to school after the regular hour of opening, shall, at the discretion of the principal teacher, have the door closed against him, and be refused admittance for the morning or evening session.

Dismissals.

§ 32. No pupil shall be dismissed before the close of school hours, except at the request of the parent or guardian, communicated in the manner prescribed for excuses for absence, and specifying the time for the desired dismissal.

Pupils not to be absent from examinations.

§ 33. Any pupil absenting himself from examination or any portion thereof, without an absolute necessity, duly certified beforehand, in the manner described in this chapter for certifying absences, shall not be admitted to any public school afterwards, except by permission of the committee on schools, in writing, signed by the chairman thereof; and all such absentees shall be reported by the teacher immediately to the superintendent; and this rule should be read to the school previous to the examination days of each term.

Appeals, how to be made.

§ 34. Any appeal or application made under these ordinances, shall be by the parent, or guardian, to the superintendent, in writing, stating the nature of the grievance for which redress is sought, or the relief which is desired. An appeal from his decision may be had to the committee on schools, and on such appeal the superintendent shall give the reasons for his decision, either orally or in writing, and the determination of the committee shall be final.

Central school.

§ 35. In addition to the schools organized in districts, there shall be one school in the city in which shall be received all scholars applying for admission, who have

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completed the course of study prescribed for the third departments, and such other persons, residents of the city as shall pass the required examination, provided always that the regularly promoted pupils from the public schools shall have the preference. In this school shall be taught such branches as shall be designated, from time to time, by the superintendent and the school committee. This school shall be denominated the central school.

Promotions to central school.

§ 36. During the week preceding the last week of each term, each principal shall present to all pupils who have completed the course of study prescribed for the third department, certificates certifying that they are entitled to examination for promotion to the central school And all pupils receiving such certificates shall meet at the central school building on Friday of the same week, for examination. This examination shall be conducted under the direction of the committee on schools and the superintendent. Those found qualified shall receive a certificate in the following form :

THIS IS TO CERTIFY, That———, having this day passed an examination, by which it appears that he has completed the course of study required in the third department of the public schools of the city of Buffalo, is declared prepared to enter the central school in said city. This is also given as a certificate of good character to al to whom it may come.

———, Principal of Public School No. —.
———, Superintendent.
———, Chairman of School Committee.

Buffalo, ——, 186—

Any pupil accepting such certificate shall thenceforth be considered as properly belonging to the central school.

Powers of principals.

§ 37. The principals of schools shall have power :

1. To make and enforce by reasonable discipline any rules and regulations necessary and proper for the internal regulations of their respective schools, subject to appeals in case of dissatisfaction, as provided in section thirty-four.

2. To divide the labors of the school reasonably among the several teachers thereof, and govern, direct,

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and control the departments under their charge, which shall be their proper duty.

3. To avail themselves, or require the assistance of any of their pupils as monitors, secretaries, &c., in and about the business of the school or library, whenever such services can be judiciously applied, either in the general advancement of the school or its interests, or the personal improvement of the pupils so employed.

4. To expel, subject to appeal (as provided by section thirty-four) by the parent or guardian to the committee on common schools, any pupil from school, for any of the following reasons:

Truancy persisted in.

Violent opposition to authority.

Repetition of any offence after notice.

Habitual and determined neglect of duty.

The use of profane or obscene language.

General bad conduct and bad example, to the injury of the school.

Cutting, marring, destroying, defacing or injuring, any of the public property, such as buildings, furniture, fences, trees, shrubbery, &c.

Provided, always, they shall immediately in writing inform the parent or guardian, and the superintendent, of such expulsion, and the reasons thereof.

Duties of principals of departments.

§ 38. It shall be the duty of the principals of departments:

1. To give the children under their charge constant employment, and the proper balance of studies, according to acquirements and the course of study prescribed, and endeavor by judicious and diversified modes, to render the exercises of the school pleasant as well as profitable.

2. To keep in some conspicuous place in the schoolroom, a card showing the order of exercises for each day in the week and the time of each exercise.

3. To hold themselves responsible for the government of their schools; exercise firm, prudent and vigilant discipline; punish as sparingly as is consistent with securing obedience, and always when the punishment is corporeal

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with a proper instrument, in a proper and parental manner; and shall govern by persuasive measures as far as practicable.

4. To read, or cause to be read, aloud to their schools, at least once in each term, so much of the ordinances for the regulation of common schools, with the amendments from time to time made, as shall be necessary to give their pupils an understanding of the rules and regulations by which they are governed.

5. To regulate the temperature of the rooms by a thermometer, to be furnished by the council, suspended six feet from the floor in such a position as to indicate, as near as possible, the average temperature, and to keep the same not above sixty-five degrees Fahrenheit.

6. To regulate the light admitted into the school room, as far as possible with the means furnished, giving so much as is necessary for the ease of the eye, but excluding the rays of the sun when they strike the faces of the pupils, or become oppressive to the sight.

7. To pay particular attention to the proper ventilation of their respective rooms, whereof a regular system should be put in practice by which the rooms which have no sufficient ventilators may be often purified, the doors and windows being opened for this purpose at recess and before and after each session, thus securing a healthful circulation and supply of pure air.

8. To refuse admittance to any pupil to the privileges of school, who is not an actual, bona fide and permanent resident of the city, or who has been expelled from any public school, unless by direction of the Committee on Schools in writing such pupil is restored to his standing; also to refuse admittance to any pupil from another public school or district, without the regular form of transfer, as provided in section twenty-five.

9. To give in all cases, on request, to a pupil on leaving school, the certificate of regular standing, required for transfer, when there is no unsettled matter of difference or discipline between the teacher and the pupil so applying.

10. To keep a register, to be furnished by the super-

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intendent, which shall remain the property of the district, in which shall be entered the date of the admission of each pupil in every term, the pupil's name and age, from whence received, the parent's or guardian's name and residence, by No., street and district, date of registration, attendance of the pupil, date of his leaving the school, the destination of the pupil on leaving, both as to place and occupation, and such other information as shall at all times give a correct idea of the condition of the school.

11. To keep a register, furnished as the one above named, in which shall be entered the dates of visits and names of visitors, with such remarks as they may choose to make; also any remarkable circumstances which may transpire in relation to the school.

12. To keep a register furnished as above, in which shall be entered, in each term, the titles of the various classes in school, for the term, together with the names of the pupils comprising each class, and in which shall also be noted in each term, the promotion of pupils into the new studies or text books, that the same may be correctly reported at the close of each term.

13. To make complete returns, annual, quarterly, or special, at the close of each year and term, and at such other times as required in the form, and embracing all the facts called for by the superintendent, or by the laws or regulations of the state or city relative to schools; and to transcribe a full and accurate copy of such annual, or quarterly, or special returns, in the register named in subdivision twelve, immediately after the quarterly or annual entries embraced in such return.

14. To apply to the superintendent for advice or direction in case of difficulty in the discharge of their official duties, or when any temporary dispensation in their favor is desired.

15. To take all reasonable measures to enforce the provisions of these ordinances in relation to pupils.

Duties of principals of schools.

§ 39. It shall be the duty of principals of schools:

1. To exercise the strictest vigilance with regard to the public property under their charge, the buildings, furniture, apparatus and books, the outhouses, fences, &c., be-

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longing to the district or city, that they may receive no injury; and to give prompt notice in writing to the superintendent of any such injuries, or of any repairs or supplies that may be needed.

2. To employ, for a reasonable compensation, allowed by the common council, some suitable person to make the fires in cold weather, in their respective rooms, at a reasonable hour, to render them warm and comfortable by school time, and to sweep the rooms and halls daily, and dust the windows, walls, seats, desks and other furniture in the same; and the teacher is to see that the same is economically, neatly and properly done.

3. To see that the yards, sheds and outbuildings are kept in perfect order, and locked at all proper times, and that all deposits of sweepings from rooms or yards be made in the middle of the street.

4. To act as librarians for the several departments and districts which may be furnished with books, and in which they may be employed, and as such take special charge of all the books placed in their respective libraries, and make, keep and preserve a catalogue of the same, to deliver, charge, receive and credit the volumes drawn, and to keep a register of the same, and make returns as required by the superintendent, and the existing laws or provisions of the city ordinances, or those which may hereafter be adopted.

5. To keep the library open for the distribution and return of books to their scholars, and residents of the district, a sufficient time after four o'clock, on Friday P. M. of each week, and at such other time as may be necessary; but this duty shall at no time be permitted to interfere with the regular exercises of the school.

6. To enter all new works furnished to their respective libraries, in the catalogues prepared for that purpose, and to number the same in the label of the book, and in the catalogue to correspond thereto.

Duties of assistants.

§ 40. The assistant teachers shall interest themselves in the welfare of the schools in which they are employed, and, to the best of their ability, perform the reasonable requests of their principals about any of the business of

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the school, and in all things second the efforts of their principals in carrying out the design of the system.

§ 41. The assistants shall keep good order in their respective classes during recitations, but shall report to the principal teachers of their departments all cases in which serious punishment or discipline is required, and shall in no case inflict corporeal punishment upon pupils.

Special instructors.

§ 42. Whenever a special instructor shall be appointed to teach a particular branch in any department, he shall visit each school impartially and regularly, according to a programme to be furnished by him to the superintendent, and to the principals of the departments where he is to teach; and the teachers of these departments shall devote the time of their schools as required by such programme, and use all diligence and care to make such special instruction available, and to carry out the true interest of the same.

School houses, when to be open.

§ 43. All of the teachers shall be at their respective schools, and open their rooms for the reception of pupils, at least fifteen minutes in the morning, and five minutes in the afternoon, before the specified time for beginning school, and during school hours shall faithfully devote themselves to the duties of their office.

General duties of teachers.

§ 44. They shall, as far as practicable, exercise a general care over their pupils, as well out of the school as within its walls, and shall not content themselves with mere instruction in the school studies; but shall as far as possible, educate the pupils under their charge, attending with equal assiduity to their physical, intellectual and moral culture; forming and inculcating constantly habits and principles of cleanliness, health, and grace of body; clearness, activity, and power of mind; purity, benevolence and greatness of soul; and lead them continually, both by precept and example, to higher attainment in all excellence.

Teachers' institute.

§ 45. The teachers shall attend regularly the Teacher's Institute during the terms of the schools, at such times and under such regulations as the superintendent shall direct, and by study, recitations, and general exercises, strive to systematize and perfect the modes of discipline and of teaching in the public schools.

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§ 46. They shall, by all means, strive to perfect and elevate the public school system, as a whole, of which their particular departments are a part, and by no means to allow themselves to use either their personal influence, or the influence of their station, in building up one district or department at the expense of another.

Meetings of teachers.

§ 47. They shall attend on due notice, every regular, special or adjourned meeting of teachers, called or appointed by the superintendent, on the business of the public schools.

Private instruction.

§ 48. No public school teachers shall teach a private school of any description, nor attend to the instruction of any private pupils before 6 P. M., nor use the public school buildings or room at any times for private purposes, or allow the same to be so used.

Contracts with teachers.

§ 49. The superintendent may, in his discretion, enter into a written contract with each of the teachers in the several districts of the city, in which contract there shall be a clause expressly reserving the right to said superintendent, under the direction of the school committee, to dismiss, or discharge, or to transfer to any district or department, said teachers, whenever, in the opinion of said superintendent and school committee, the interests of the school will be promoted thereby. Previous to the removal of any teacher, he shall be entitled to a hearing before the superintendent and school committee.

When to be made.

§ 50. The teachers of the public schools shall hold office by selection and appointment, according to the provisions of the charter, under the following form of appointment and acceptance, as prescribed by this section, which selection and appointment shall be made at least thirty days before the commencement of the second term in each and every year.

Form of contract

This is to certify that———is hereby appointed ——— teacher in the——department of school district No.— for the term of ——from——to——unless sooner removed or transferred to some other district or department, subject to the duties and liabilities contained in the laws and ordinances for the regulation of the public schools, now existing, or that may hereafter be adopted by the com-

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mon council, and the general supervision of the superintendent in all things pertaining to the conduct and management of the schools. The salary to be——dollars per annum, payable at the end of each term.

————————Superintendent of Schools.

Buffalo, ——, 186—.

I hereby accept the above appointment, subject to the conditions therein mentioned. ————————.

Buffalo, ——186—.

Resignation.

§ 51. No resignation during the continuance of the time specified in the appointment shall be accepted, unless at the option of the superintendent, without at least four weeks notice thereof, in writing, to the superintendent, by the teacher resigning.

Causes for removal.

§ 52. No teacher shall be removed during the continuance of the time named in his appointment, unless for want of physical, intellectual or moral qualifications, or of practical judgment, skill and aptness in teaching, or of good conduct or management in his official station, or unless the number of pupils attending the school does not require the continuance of all the teachers employed, but may be transferred to any other district or department.

Injuries to school property, penalty for.

§ 53. Any person who shall willfully or maliciously injure any school-house or out-house appurtenant thereto, or injure or destroy any fixtures, furniture or property belonging thereto, within the city of Buffalo, shall forfeit and pay the penalty of not exceeding fifty dollars for each and every offence, over and above the damages done to any such house, appurtenance, fixture, furniture or property ; and it shall be the duty of the principals of schools to notify the superintendent of any trespass or injury done to the school property.

§ 54. All penalties recovered under the foregoing section shall be paid into the city treasury, to the credit of the school fund.

Repairs, duties of superintendent.

§ 55. When the superintendent of schools shall deem any repairs or supplies necessary in the department in his charge, and the expense of such repairs or supplies will not exceed in amount the sum of twenty-five dollars,

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the superintendent shall procure such supplies, or cause such repairs to be made, and report the same in writing to the common council at its next meeting. When the expenditures required shall exceed in amount the sum of twenty-five dollars, the superintendent shall report in writing to the common council the nature of the expenditure, and the amount required. The superintendent shall execute and carry out all the orders of the common council relating to the school department, and report in writing the manner of their accomplishment to the common council.

Books for indigent children.

§ 56. No books shall hereafter be furnished to indigent children except by the superintendent of schools, who may give orders to supply them upon the certificate of the principal of the school, that he has examined into the condition of the family applying for such charity, and that unless the books are furnished, the children will necessarily be withdrawn from school.

Superintendent to visit schools.

§ 57. It shall be the duty of the superintendent of schools to visit each of the public schools at least twice during each school term, and to spend at least one half day in each such visitation in each school, and he shall also keep a record of the time of visiting each school, and at the close of each term shall report to the council the time of visiting each school and the time spent in each school on such visitation. Adopted.

Approved July 16, 1861.

F. A. ALBERGER, Mayor.

I hereby certify that the foregoing ordinance was duly enacted by the common council of the city of Buffalo, on the 15th day of July, 1861.

Dated, Buffalo, July 16, 1861.

O. F. PRESBREY, City Clerk.

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THE
BUFFALO
HISTORY
MUSEUM

COURSE OF STUDY

IN THE

PUBLIC SCHOOLS.

PRIMARY DEPARTMENT.

First Reader, ... *Town.*
Second Reader, ... *Town.*
Speller to Part 2d, ... *Town.*
Elementary Tables in Arithmetic, ... *Newman.*
Exercises in Writing, on Slates, ...

SECOND DEPARTMENT.

Third Reader, ... *Town.*
Speller to Part 3d, ... *Town.*
Intellectual Arithmetic, . *Newman Completed & Davies.*
Geography, . . . *Monteath & McNally's Primary.*
Elementary History, ...
Writing, ...

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THIRD DEPARTMENT.

Speller completed, ... *Town.*
Readers above 3d, ... *Town.*
Intellectual Arithmetic, ... *Davies.*
Practical Arithmetic, ... *Davies.*
Geography, ... *Monteath & McNally.*
History, ... *Wilson.*
Grammar, ... *Brown.*
Elementary Algebra, ... *Davies.*
Writing, ...
Exercises in Composition and Elocution, ...

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COURSE OF STUDY

IN THE

CENTRAL SCHOOL.

The Scholars in this school, like those in other public schools of the city, are classified in three grades or divisions, and are advanced from a lower to a higher, only after having completed the studies of the division from which they are promoted.

FIRST DIVISION.

English Grammar,	*Brown.*
Higher Arithmetic,	*Davies.*
Elements of Algebra,	*Davies.*
General History,	*Worcester.*
Physical Geography,	*Warren.*
Physiology,	*Cutter.*

SECOND DIVISION.

Rhetoric,	*Newman.*
Algebra,	*Robinson.*
Geometry,	*Davies Legendre.*
Natural Philosophy,	*Olmsted.*
Astronomy,	*Robinson.*
Botany,	*Gray.*

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Science of Government, ... *Young.*
Bookkeeping, ... *Crittenden.*
* Latin Grammar and Reader, ... *Bullions.*
* Cæsar, ... *Bullions.*
* French, ... *Fasquelle.*

THIRD DIVISION.

English Literature, ... *Cleveland.*
Plane and Spherical Trigonometry, ... *Davies.*
Analytical Geometry, ... *Davies.*
* Surveying and Navigation, ... *Davies.*
Chemistry, ... *Porter.*
Geology, ...
Mental Philosophy, ... *Upham.*
Moral Science, ... *Wayland.*
Logic, ... *Whately.*
* Vigil, ... *Anthon.*
* Cicero, ... *Anthon.*
* Greek Grammar and Reader, ... *Bullions.*
* Zenophon's Anabasis, ... *Anthon.*
* Telemaque, ...
* Racine, ...

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* Optional Studies.

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